



SANDRA SHEWRY
Director

State of California—Health and Human Services Agency
Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

December 4, 2006

TO: *REGIONAL NUTRITION NETWORK FOR HEALTHY, ACTIVE FAMILIES*
(RNN) PROGRAM DIRECTORS

SUBJECT: PROGRAM LETTER #06-07
WORKSITE SCOPE OF WORK (SOW)

This Program Letter serves as notification of updates to the *RNN Program SOW for California Nutrition Network for Healthy, Active Families – California 5 a Day—Be Active! Worksite Program*.

The enclosed FFY 2007 RNN Worksite SOW document is the official SOW that should be part of your official contract file. Though you received an earlier version to assist with hiring processes, this final document helps to clarify information and streamline reporting. It did not change any of the expectations related to the number of worksites to implement the program in a region.

Specifically, it makes the goals, objectives, activities, and evaluation measures clearer for RNN Directors, RNN Worksite Coordinators, and State Staff. The minor revisions were in two areas: 1) Clarifying and consolidating meeting attendance and 2) evaluation measures. The latter area was simplified quite a bit with the insertion of a new comprehensive Activity Tracking Form (ATF) where all measures of worksite performance will be logged. The ATF, while robust, will be a simple and centralized evaluation tool that reduces paper work, enhances communication, and allows for quick access to results.

Also enclosed is the FFY 2007 Updates/Revisions Log which should be filed in your Program Guidelines Manual behind the Updates/Revisions Log tab, located in the front of your Manual.

Sincerely,

Susan B. Foerster, M.P.H., R.D., Chief
Cancer Prevention and Nutrition Sections

Enclosure